

DUTY STATEMENT

DS 3022 (1/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
INFORMATION TECHNOLOGY DIVISION
PORTFOLIO PROJECT MANAGEMENT
PORTFOLIO PROJECTS**

DUTY STATEMENT

JOB TITLE: Information Technology Specialist II**POSITION #:** 472-519-1414-908**WORKING TITLE:** Lead Analyst**EMPLOYEE:**

POSITION DESCRIPTION: Under the general direction of the Information Technology Division Portfolio Planning Management Branch Chief and the IT Specialist II (Project Manager), the incumbent is responsible for business analysis activities, including maintaining business program rules driven systems, and end-user documentation. The incumbent independently performs complex business process analysis and problem-solving. Tasks assigned to this level require an in-depth and broader understanding of problem identification, analysis and resolution. The incumbent acts primarily as a business/information system lead person, working with the cross-functional project team during the planning, design, testing, implementation, and maintenance phases of the Project. The incumbent works closely with program management, subject-matter experts and development staff to: capture business requirements; document business processes and workflows; and facilitate communication. The incumbent also creates a training needs analysis strategy, in order to develop appropriate training materials to address knowledge and skillset gaps in moving to the new environment. In addition, the incumbent participates in the most complex testing of applications to ensure functionality is validated.

DOMAINS: Business Technology Management:	moderate skills
Client Services:	critical skills
Information Security Engineering:	moderate skills
IT Project Management:	moderate skills
Software Engineering:	critical skills
System Engineering:	moderate skills

SUPERVISION EXERCISED: None

SUPERVISION RECEIVED: Under the general supervision of the Information Technology Division Portfolio Planning Management Branch Chief (Information Technology Manager I).

Essential Job Functions:

35% Perform duties as the lead business information system analyst by working with program staff and subject matter experts to capture and document business requirements. Maintain system documentation. Create, maintain, and update analysis documentation. Decompose legacy system job steps and existing program functionality. Create business process workflows and assist with the creation of system documentation. Responsible for defining and maintaining business rules, business requirements, and workflows. Review testing documentation and

complete testing activities. Provided necessary inputs into the standard iterative project management and systems development lifecycle methodologies, such as Agile Scrum, Kanban product delivery, and iterative development to achieve project objectives and continuously meet customer needs.

- 20% Participate in regular staff meetings (Departmental, Division, Section), project meetings (daily stand-ups, weekly status, weekly data governance, monthly steering committee, agency/CDT updates), and procurement specific meetings (RFP development, evaluation and scoring, confidential discussions and demonstrations). Prepare for and report on assigned agenda items and status updates. Report issues and risks.
- 20% Coordinate and monitor modification to business practices as proposed by the system integration vendor, conduct gap analysis, and coordinate with Organizational Change Management. Coordinate and monitor ongoing maintenance of system documentation and system enhancements.
- 15% Work with stakeholders to meet project deliverables and due dates. Participate in procurement activities including statements of work, requirements, minimum qualifications, proposal evaluation and scoring, vendor demonstrations. Work with Data Governance on data definitions and data classifications.
- 5% Complete and maintain the Information Systems Security Plan. Assist in information security assessments. Product liaison between the Information Security Officer (ISO) and the Privacy officer so that all security aspects for the data and systems comply with the appropriate Departmental, State, or Federal requirements.

Marginal Job Functions:

- 5% Complete other required duties within the scope of this position.

WORKING CONDITIONS:

- Open-spaced partitioned offices.
- Prolonged periods on a personal computer up to 90% of the time.
- Occasional required to move and transport objects weighing up to 25 pounds.

DESIRABLE QUALIFICATIONS:

Knowledge of: Business analysis principles, processes, and best practices; project management methodologies; system development life cycle; testing practices; project management principles; and the administration and department's goals and policies.

Strong communication skills, both written and oral. Can work effectively with a variety of audiences in a politically charged environment.

Ability to: Apply business analysis principles and procedures. Work in a matrixed team environment inclusive of technical staff, program staff, and vendors. Develop and maintain cooperative and harmonious relationships with department, regional centers, other state departments, and the public. Analyze situations accurately and take effective action. Reason

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logically. Analyze data and present ideas and information effectively.

CERTIFICATION OR LICENSE: None.